

## ROLE PROFILE

<b>JOB TITLE:</b>	HR Officer	<b>REPORTING TO:</b>	HR Manager
<b>TEAM:</b>	Human Resources	<b>DATE LAST REVISED:</b>	8 January 2025
<b>WEEKLY HOURS:</b>	35 hours per week (Monday - Friday)	<b>WORKING LOCATION(S):</b>	Blackrock, Co. Dublin
<b>CONTRACT TYPE:</b>	Permanent	<b>SALARY:</b>	Grade 6

### Principal Objective:

Front Line Defenders wishes to appoint a talented and enthusiastic HR Officer to provide operational support in delivering a high-quality HR Service to all FLD staff, managers and fellows across the whole employee life cycle experience, collaborating both locally and internationally. This role will allow the successful candidate to develop knowledge and experience of all elements of HR in a varied and dynamic environment.

To be the point of contact for HR and recruitment queries, ensuring timely resolution, ensuring tasks are completed to the agreed standard and that confidentiality of employee data is always maintained. This role will offer an excellent opportunity for an ambitious enthusiastic HR professional to acquire experience across all aspects of HR operations and strategy, and will be actively involved with a number of HR projects.

This is a hybrid model, working from home two days per week and three days in the office, once starting formalities and induction protocols have been completed.

### Responsibilities:

The key accountabilities and associated duties include:

#### 1. Recruitment and On-boarding

Ensuring best practice is followed in relation to the FLD Recruitment and Selection Policy, supporting the recruitment process from approval to onboarding to include:

- Liaising with hiring managers to draft role descriptions to ensure professional and consistent approach to all organisational job descriptions.
- Advertising of vacancies on Orange HRM and other relevant recruitment websites and keeping up to date / trends on additional websites, industry trends and building up networks.
- Enabling access of applications to hiring managers after vacancy closing date with appropriate shortlisting score sheets for completion prior to interview.
- Coordinating of interviews, issuing invites, point of contact for candidate correspondence, collating interview score sheets, filing.
- Coordinate job offers, salary negotiations, reference checks, onboarding supports, relocation supports, staff probation supports.

- Drafting and coordinating employment contracts, offer letters, new starter forms and other administrative supports to include consultant or other contractor arrangements.
- Work permit support and liaison with Operations Manager and wider team where applicable.
- Scheduling and/or delivering mandatory IT and in-person induction training for all new starters.

## **2. HR Operations**

Contributing to the continuous development and improvement of HR processes in core areas of responsibility, ensuring effective and efficient administrative processes, such as:

- Responding to queries from all staff, managers and fellows accurately in a timely and efficient manner.
- Providing advice and support on FLD policies and procedures to staff, fellows and managers.
- New staff onboarding to include liaison with finance on staff lifecycle (joiners and enders), salary amendments, payroll schemes, pension and health insurance.
- Monitoring and reporting on all types of leave including statutory, annual and sick leave.
- Ensuring HR files are maintained and up to date and comply with the GDPR regulations and procedures and our data retention policy.
- Attending and taking notes at HR meetings as required including HR team meetings, interviews, disciplinary and grievance meetings.

## **3. HRIS System (Orange HRM)**

Supporting with the installation, roll-out and maintenance of a our new HRIS system

- Producing management information reports and accurate data to support HR service areas of employee information, eRecruitment, leave, performance, LMS / training (Learning Management System).
- Ensuring all staff, managers and fellows are supported and can access and use their employee profiles and develop new initiatives to enhance supports.
- Updating and maintaining of accurate data on the system, adding new hires and ending who have resigned.
- Support the roll-out of new Performance and LMS modules.

## **4. Training, Learning and Development**

Supporting with providing a range of learning and development opportunities

- Sourcing and scheduling appropriate training and associated materials for staff teams and individuals as required
- Analysing training evaluation feedback forms and providing reports and feedback

- surveys.
- Delivering training on HR policies and procedures as part of the induction onboarding process.

*This job description is intended as a summary of the primary responsibilities of and qualifications for this role and is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.*

<b>Salary</b>
<p>€37,430 - €52,582 per annum (10 Points on Scale)            Placement on range will be commensurate with experience and qualifications</p> <p><b>Benefits Include:</b>            26 days annual leave, Pension, Health Insurance, Income Protection, Life Assurance, Employee Assistance Scheme (EAP), Monthly Well-Being Provisions, Laptop, Mobile Phone.</p>

<b>Reporting Structure :</b>	
<b>Directly:</b> HR Manager, Head of Operations, Directors	<b>Indirectly:</b> Head of Operations, Directors.
<b>Key Relationships :</b>	
<b>Internal:</b> Executive Assistant, Leadership Team, all staff	<b>External:</b> Recruitment Agencies, Membership bodies, Equivalent NGOs, Third party providers

<b>Person Specification</b>
<p><b>Experience:</b></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>3 years previous experience in a HR environment with strong prior recruitment focus.</li> <li>Experience of working with a HRIS system, providing oversight and</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>Experience working in an International NGO / Non Profit</li> <li>Experience working in a dynamic and fast moving HR environment.</li> </ul> <p><b>Knowledge and Skills:</b></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>Degree or equivalent in HR Management (or working towards)</li> <li>Membership of CIPD or working towards.</li> <li>The ability to develop and maintain excellent working relationships with staff, management and fellows, to build relations and trust within a multicultural and diverse work environment.</li> <li>Excellent communication and interpersonal skills</li> <li>Ability to manage and maintain highly sensitive and confidential information and to use</li> </ul>

- discretion, diplomacy and tact
- Ability to work off own initiative and prioritise competing deadlines
- Excellent organisational skills with particular attention to detail and numeric ability
- Solution focused approach with an ability to solve problems
- Knowledge and understanding of diversity, equality and inclusion good practice particularly in relation to recruitment
- Strong IT skills and enthusiasm to develop HRIS supports.
- Understanding of current employment legislation and its practical application

**Front Line Defenders Values:**

- 1. Working with HRDs:**
- Commitment to our Work
  - Responsiveness to HRDs
  - Decision Making & Problem Solving
  - Exercising Good Judgement
  - Listening
  - Results Focussed
  - Perseverance

- 2. Developing Myself:**
- Self-Awareness
  - Adapting to Change
  - Proactive Learning
  - Managing My Well-being

- 3. Working With Colleagues:**
- Respect for the Individual
  - Building Trust
  - Collaborative Working
  - Communication With Each Other

- 4. Leadership:**
- Strategic Thinking
  - Engaging With People
  - Stewardship of Resources

**Selection and Appointment:**

- To apply, candidates need to submit a copy of their application - CV and cover letter - via the '**Apply now**' button;
- Cover letters should be addressed to **Mark Leonard, HR Manager;**
- Only shortlisted candidates will be invited to attend for interview;
- It is anticipated interviews will be held during the month of **February, 2025;**
- The appointment is expected to be effective from March 25 or as close to as possible;
- **Closing date;** midnight (local Irish time) on **Sunday, 2 February, 2025** as per FLD vacancies page: <https://www.frontlinedefenders.org/en/recruitment-volunteering>

**Front Line Defenders is an Equal Opportunities Employer**